

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/10/07		Item Number: <u>A-13</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Senior and Social Services Specialist (Disability Services).			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☐ No ☒ [x]		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ [x] Attachments: ☒ [x]	
Public Notification: Master Notification List, Culver City Employees Association on December 5, 2007			
Department Approval: Serena Wright (12/05/07)		City Attorney Approval: Carol Schwab (by H. Iker) (12/05/07)	
Fiscal Impact Review: Marlee Chang (12/05/07)		City Manager Approval: Jerry B. Fulwood (12/05/07)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised addendum for the Senior and Social Services Specialist (Disability Services) classification specification. <u>BACKGROUND</u> The Senior and Social Services Specialist classification (Attachment 1) includes addendums for each of the different programs to which incumbents can be assigned, i.e., Disability Services, Social Services, Nutrition Services, Programming, and the Retired Senior Volunteer Program. In light of the recent vacancy within Disability Services, Staff has reviewed the addendum and is proposing various revisions to reflect changes that have occurred with the position. <u>DISCUSSION</u> An analysis of the Senior & Social Services Specialist classification indicates that it is reflective of the general functions associated with the classification; however, the Disability Services Addendum no longer meets the needs of the department or the growing needs of the community. Expanding the services currently provided is paramount to meeting these needs. Members of the Disability Advisory Committee have reviewed and are in agreement with the proposed revisions. Minor revisions have been made to eliminate the duties and responsibilities that are no longer associated with the position. The following significant changes have been made to the Disability Services Addendum:			

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- The “Essential Duties” section has been revised to specify that the position, “in collaboration with other city staff and community-based disability organizations, assists in providing services, resources, and advocacy for people with disabilities and provides a revised list of disability related services.” In addition, the reference to the maintenance of an emergency database of disabled city residents has been added to reflect a duty that is already associated with this position but which had not been documented previously.
- The “Requirement” section has been revised to reference the acceptability of “any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities.” In addition, Recreation Administration and Rehabilitation & Disability have been added as examples of acceptable fields of study.

The Civil Service Commission approved the revised Disability Services addendum (Attachment 2) for the Senior and Social Services Specialist classification specification at the November 7, 2007 meeting (Attachment 3).

FISCAL ANALYSIS

There is no additional cost associated with the Disability Services revised addendum for the Senior and Social Services Specialist classification specification.

ATTACHMENTS

1. Classification Specification for Senior and Social Services Specialist
2. Revised Disability Services addendum
3. Draft of Meeting Minutes for Civil Service Commission dated 11/07/07

MOTION

That the City Council:

Approve the revised Disability Services Addendum for the Senior and Social Services Specialist classification specification.